



JOB DESCRIPTION

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| Job Title | Teaching Assistant |
| Hours | Full/Part time – (9.00 - 4.00) |
| Responsible To | T&L Officer (offsite) or Onsite Lead (onsite) |
| Location | Centres/Offsite |
| Salary | <u>Induction Rate (5 weeks)</u> £35.85 + £4.33 Holiday Pay per session <u>TA Rate (after completion of induction)</u> £38.40 + £4.63 Holiday Pay per session |

Summary of the role:

All TCW teachers are responsible for delivering education to small groups of students or individual students using creative approaches to help them reach their academic potential. The students are referred to us for a variety of reasons which mean they are not able to access mainstream education. Reasons for this include students with SEN, medical needs or those that have been permanently excluded.

The Complete Works School is looking for enthusiastic and committed teachers with different specialisms to join our outstanding team. The appointed candidate will be well supported by excellent induction/training programmes and an extensive bank of resources and schemes of work.

This role will be working alongside Teachers, who are responsible for planning and leading the lesson. This role can be based on or offsite or a mixture of the two. It will also involve assisting students with travel, support on trips as well and general adhoc duties to assist with the running of the centres.

The Complete Works is an Equal Opportunities Employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to a successful Enhanced Disclosure, Barring Service (DBS) check and two professional references.

TCW Teaching Assistant Responsibilities:

1. Help and assist the teacher with individual students or small classes
2. Read the supplied background history of any assigned student taking particular note of their needs
3. Attend an initial meeting for new students where possible and attempt to engage with the student making them feel comfortable in your presence
4. Assist the teacher with individual risk assessments for the student reflecting their history and what you have learnt from them at the initial meeting. Visit any spaces where the education is due to take place and consider those environments within the risk assessment. Write further risk assessments for any trips or activities
5. Read, and where necessary discuss with the Curriculum & Pathways Officer and assigned teacher, the Individual Education Plan (IEP) and ensure you understand and follow the agreed curriculum for the student
6. Assist and prepare detailed, interesting and relevant lesson plans and schemes of work for the agreed curriculums. Tailor these to meet each student or class' needs. These need to be available if requested
7. Where required, assist students in accessing the site through travel
8. Contact parents/carers of non attending students
9. Report non attendance to Education Coordinators.
10. Help assist the teacher to teach specific programmes of study and where appropriate deliver qualifications (e.g. Entry level, Functional Skills, GCSE and Unit awards)
11. Assist the teacher to ensure assigned students are entered for the agreed qualifications and exams for the subjects you deliver in a timely manner with the exams officer
12. Ensure the administration and marking of evidence submitted for qualifications you help teach
13. Sign in and fully utilise the Lesson Tracker app as directed. This includes checking in, recording the students' attendance, checking out, scoring progress and engagement, writing a session report and submitting for every session and student you are timetabled for
14. Approve weekly timesheets at the end of each week as directed by the finance team.
15. Educate students in accordance with the school's ethos of learning through creativity
16. Help assistant the teacher mark, assess, track and document your students' progress in line with school policy
17. Assist in Improving students' skills in literacy and/or numeracy and build their confidence through creative and academic learning
18. Assist in developing and creating new interesting resources for delivering lessons
19. Keep in regular contact with the education team through e-mail, text and/or conversation regarding a student's education and welfare
20. Arrive in time to start sessions at the agreed time and location. Report any issue immediately to the education team and students/their families
21. Transfer between working offsite and onsite as required by the education team
22. Be prepared to cover other Teaching' Assistant sessions as required
23. Be well presented and polite during work time, especially when meeting students, parents, staff and professionals
24. Meet with professionals connected to your student(s) and attend educational reviews to discuss the progress and needs of students as required with an assigned teacher
25. Help assist to provide pastoral care of your students and providing day-to-day discipline sanctions and rewards
26. Be responsible for your own expenses, including completing expense forms in a timely manner
27. Report to the Designated Safeguarding Lead any safeguarding concerns that arise, record them on MyConcern and follow any tasks set in a timely manner
28. Communicate any other concerns regarding students to the education team through emails, phone calls or in-person in a timely manner
29. Keep an open dialogue each day with the teachers, learning support and/or TAs onsite, as to the progress of the students. Ensure these are in line with the relevant progress tracking sheets and that any deadlines are met.
30. Help conduct baseline and half-termly assessments, in line with the school policy, to help track the students' progress

31. Help write detailed half-termly/end of assignment reports and any other interim reports using good English and following all requested deadlines
32. Prepare for and be supportive of lesson observations
33. Liaise with the Teaching and Learning team if you require additional support
34. Work in line with the TCW Teacher Standards in Teaching and Learning, Professionalism and Creativity
35. Attend termly appraisal/observation feedback sessions, these are likely to take place after school
36. Lead, contribute or attend all weekly TCW training sessions/meetings as required including completing tasks and providing evidence of understanding to be put forward for certification of completion
37. Be prepared to transfer between working offsite and onsite as required by the Education team.
38. Model outstanding practice as Teaching Assistant for other staff in the school.
39. Adhere to the health and safety standards in the centres and report concerns to the Health and Safety Officer and Onsite Leader where appropriate.
40. Help supervise and guide students through break and lunchtimes.

Person Specification

Essential

- Qualifications: GCSE in Maths/English/Science at C or above. Degree or Equivalent
- Experience in a school setting.
- Share a vision to inspire, motivate and support students, staff and parent/carers.
- Accuracy and high levels of attention to detail.
- Ability to work alone and with initiative
- Excellent organisational and planning skills and ability to multi-task.
- Adaptable and flexible approach to work.
- Willing to embrace change and challenge processes to improve efficiency.
- Able to manage workloads and priorities and work under pressure.
- A team player who is able to develop effective relationships with the team and work in partnership with others.
- Excellent written and verbal communications skills.
- Good administration skills
- Good knowledge of Microsoft Office packages, Gmail, Google Drive, etc.
- Good numeracy and written English
- Personable, professional and courteous in manner
- An enthusiastic, positive and proactive attitude to work
- Able to manage stressful environments
- Able to be discreet and loyal
- Able to handle confidential material

Desirable

- A knowledge of SEN/behavioural students.
- A knowledge of safeguarding matters
- Experience of working in a creative environment
- Experience of working in a charity

The job description is not an exhaustive list and there may be times when the Chief Executive Officer or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

Extra information:

This role is classed as a category 1 role which means it has direct contact with students or is directly involved in the day-to-day running of the student's education, the school or office. To this end it is expected that this role is an in-person role.

The working hours are based on 09.00-16.00 with a 20-minute lunch break weekdays with some planning, preparation, reports, admin and meetings taking place outside of these hours. TCW reserve the right to hold meetings, social events and performances after these hours, which you would be expected to attend. This includes weekly Tuesday and Thursday training sessions, which finish at 6.00pm, the TCW showcase and the Student Awards event, which finish at 8.00pm. Dates are provided at the beginning of every new academic year.

This role will be directly line managed by the Teaching and Learning Officer for the area to which the role is assigned. Performance reviews will happen at least once a term. It is expected that all successful candidates will follow the policies and procedures of TCW at all times and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO of TCW in accordance with the staff handbook.

All teachers and members of management will be required to meet the Ofsted criteria of good and always aim for outstanding as depicted in the Ofsted guidelines. Staff will be required to attend extra, unpaid training if they do not meet the criteria for good.

The Complete Works school is committed to safeguarding and promoting the welfare of children. This role is exempt from the Rehabilitation of Offenders Act 1974 and amendments to the Exceptions Order 1975, 2013 and 2020. Any job offer will be conditional on the satisfactory completion of pre-employment checks, including an enhanced Disclosure and Barring Service check and barred list check.